



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600



MAY 22 2003

S: 30 Jun 03
S: 30 Sep 03

DAIM-ZA

MEMORANDUM THRU DIRECTOR, INSTALLATION MANAGEMENT AGENCY,
ATTN: SFIM-Z, 2511 JEFFERSON DAVIS HIGHWAY, ARLINGTON, VIRGINIA 22202-3926

FOR SEE DISTRIBUTION

SUBJECT: Periodic Installation Real Property Inventory Survey Guidance

1. This memorandum provides guidance to conduct periodic real property surveys IAW references at enclosure 1. Enclosure 2 provides the scope of real property inventory requirements. First survey report is due 30 Sep 03.
2. Garrison Commanders must appoint a Real Property Accountable Officer (RPAO) in writing. Regions provide NLT 30 Jun 03, an electronic listing of the RPAO for each parent installation to OACSIM, Plans & Operations Division. Listing will include RPAO name, address, telephone number and rank. Sample listing is at enclosure 3. The RPAO may conduct the real property inventory survey alone or designate others to assist.
3. Physical inventories of real property assets are to be performed every five years for general and working capital fund property and every three years for heritage assets. Garrison Commanders will submit a memorandum on survey findings (encl 4). Assets not in use (BRAC/Non BRAC Excess sites, and unutilized facilities) may be inventoried using statistical sampling. See enclosure 5 for sample survey form.
4. Contractors in possession of government property are exempt from survey policy, since they adhere to Federal Acquisition Regulation property accountability requirements.
5. Upon a change of garrison command, the incoming commander will conduct an inventory with the RPAO and submit certification to OACSIM, Plans & Operations Division NLT 90 days after assumption of command (encl 6).
6. POC for this action is Julie L. Jones (703) 692-9223, Julie.Jones@hqda.army.mil.

6 Encls


LARRY J. LUST
Major General, U.S. Army
Assistant Chief of Staff
for Installation Management

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References to Conduct Real Property Physical Surveys

1. U.S. Title 10, Section 2761, Property Records: Maintenance on Quantitative and Monetary basis.
2. AR 405-45, Inventory of Army Military Real Property.
3. DoD Financial Management Regulation (FMR), Volume 4, Chapter 6, Property, Plant and Equipment, dated August 2000.
4. DAIM-MD memorandum, subject: Policy for the Use Of Management Controls Associated with Installation Real Property Management (Supplement to AR/DA PAM 405-45), dated 6 August 2001.
5. DAIM-MD memorandum, subject: Policy for Implementation of Sustainment, Restoration/ Modernization (S/RM) Code Reporting in the Integrated Facilities System (IFS), dated August 2003.
6. Department of Defense Instruction 4165.14, Department of Defense Real Property Inventory Reporting.
7. Section 410 of Title IV of the National Security Act of 1947, as amended (10 U.S.C 2721).
8. U.S. Title 10, Section 4831, Custody of Departmental Records and Property.
9. U.S. Title 10, 4832, Property Accountability Regulations.
10. Public Law 101-576 Chief Financial Officer's Act of 1990.
11. Federal Property Management Regulation 101-3.105.
12. AR 725-5, Policy Procedures for Property Accountability.

Enclosure 1

Guidance for Periodic Surveys of Installation Real Property

1. Scope of Real Property Inventory Requirements.

a. Physical surveys shall be taken to ensure, among other things, that installation real property facilities are correctly recorded in the RPI and correct supporting documentation is on file.

b. Results of these surveys will be kept on file in the building information folder in the installation real property office. Adjustments to the real property inventory resulting from these surveys will be made in a timely manner, (before the next scheduled update to the Headquarters, Executive Information System (HQEIS) database.) Site inspections by other DPW personnel may be considered as valid verification visits as long as the required items are actually verified. A sample survey form to facilitate collection is contained in enclosure four.

c. Entries/adjustments to record changes must be supported by source documents that reflect all transactions affecting the assets. Documents that support the acquisition, changes and disposal shall be maintained in the facility information file in real property and will include acquisition cost, acquisition date, cost of improvements, disposal date, etc. Supporting documentation must include, a DD Form 1354 "Transfer and Acceptance of Military Real Property," or DA Form 337, "Disposal of Army Real Property." Work Orders, construction contracts, As-Built drawings, and other such documentation generated independently of the entity in possession of the property shall also be included as supporting documentation. If documentation is not available, refer to enclosure 1, reference 3, DoD, FMR, Volume 4, Chapter 6, paragraph 060104/B.2.

d. It is important that information gathered during the periodic survey process be added into the RPI in a timely manner. Disconnects with Unit Identification Codes (UIC) used to identify Army and Tenant units at the installation should be brought to the immediate attention of the installation Army Stationing and Installation Plan (ASIP) POC for correction. A key "lesson learned" from doing periodic surveys is that the results must be posted into the inventory in order for the survey to be of any value.

e. The Garrison Commander will submit annually, as of 30 SEP FYXX, a memorandum to DAIM-MD describing the facilities surveyed during that FY and any significant adjustments made to the RPI. See enclosure 5 for a sample memo report format.

2. Who Conducts RPI Surveys? The Garrison Commander is ultimately responsible to ensure periodic surveys are completed; however, the RPAO has the oversight to ensure the surveys are completed. The RPAO is not expected to perform these surveys alone. The functional activities and tenants on the installation are to conduct the physical surveys for the assets they have been assigned to and coordinate with the

RPAO. The RPAO will provide by user, an RPI of the facilities assigned to them. Some examples of how to split out the survey responsibilities are:

a. Directorate of Plans and Training (DPT) or an equivalent organization should survey ranges and range supporting facilities and all facilities assigned to them.

b. The Housing Office should survey housing facilities and all facilities assigned to them.

c. The Directorate of Personnel and Community Affairs (DPCA) should survey playgrounds, childcare centers, gymnasiums, and other Morale, Welfare, and Recreation (MWR) type facilities.

d. Troop Unit Support should survey their assigned facilities.

e. The Non-Appropriated Fund (NAF) organization at the installation should survey NAF facilities.

f. The Cultural Resource Office should survey historical facilities retained for historical purposes only.

g. Facility managers at Readiness Centers and Reserve Centers should survey their properties.

3. Specific Real Property Data Elements to be Surveyed During Periodic Inspections:

a. In order to properly prepare for RPI surveys, the RPAO will provide survey personnel with appropriate forms i.e. Transfer and Acceptance of Real Property, DD Form 1354, Disposal Form (DA 337). Work orders, facility "as built", contracts, etc., are all tools that surveying personnel will need to have to complete the work. The RPAO will orchestrate obtaining this documentation.

b. Real property accountable officers will ensure that every facility in the installation RPI is verified for accuracy by a physical survey as described above within the timelines specified.

c. Survey validation requirements are:

1. Ensure the physical presence of the facility being surveyed e.g. it truly exists, installation number, and facility number.

2. Verify that the correct Design Use Category Code (CATCODE) reflects the current design mission of the facility (see DA PAM 415-28 for correct codes). Note: facilities that have been converted to a new CATCODE must have the new CATCODE posted as the Design Use CATCODE in the facility record.

3. Validate the Year Built for each facility.

4. Validate the Year Acquired for each facility.
5. Ensure an accurate Area unit of measure (UM1) and/or Capacity (UM2) for each asset (see DA Pam 415-28 for correct UM1 and UM2).
6. Validate that the current Occupants of each facility are identified by a valid Unit Identification Code (UIC) (valid UICs obtained from ASIP POC). Note: identification of tenant units (e.g., other DoD organizations, Federal and State organizations, and civilian contractors) is essential to establishing the full requirement for space. Any changes to UICs noted during the survey must be provided to the ASIP POC.
7. Ensure verification of Historical facilities (obtained from the Environmental, Cultural Resource Office).
8. Validate that the Construction Type is correct (Permanent, Semi-Permanent, or Temporary). It is critical that all facilities that have been upgraded are documented and the upgrade reflected in the inventory.
9. Validate the correct ownership code.
10. Validate the Sustainment, Restoration, Modernization (SRM) codes to include: Using organization, Sustainment Organization, Sustainment Fund Code, Replacement Organization, and Replacement Fund Code. See enclosure 1, reference 5 for SRM code guidance.
11. Ensure the correct condition is described. NOTE: The condition code is currently not available in IFS RPI but is available from ISR. This will be an add-on to the RPI in the future.
12. Identification of inactive and closed facilities such as ranges and landfills (information obtained from the Environmental and DPT Offices). (see DA PAM 405-45 for correct codes). Note: for ranges and landfills that have closed the records will stay in the RPI and the IFS Status Activation Code will be set to Inactive until the closed status code has been added into the system.
13. Identify that facilities available for use are correctly identified. Verify that the amount of vacant space is correctly reflected in the facility record.
14. Ensure that new facilities and capital improvements to existing facilities have been posted into the RPI in a timely manner. This will require that recent DD Form 1354's be obtained from the RPAO, reviewed and compared to a listing of the real property inventory or one may need to be created. Additionally, the work order list of accomplishments should be screened to see if capital improvements have been or need to be captured in the RPI.
15. Ensure facilities that no longer exist have been dropped from the inventory or those that are scheduled for disposal or are in the process of being disposed are correctly coded in the RPI with planned disposition code and disposal screen information (See DA PAM 405-45).

4. CHANGE OF GARRISON COMMAND. When a change of Garrison Command occurs, the gaining Commander will conduct a walk through inventory with the RPAO and submit the certification to DAIM-MD (Encl 6). Note: utilities, roads, other pavements, and underground facilities will not be included during the visual inspection.

RPAO Information

PARENT		PARENT INSTALLATION		TELEPHONE		MAILING ADDRESS		EMAIL ADDRESS	
INSTALLATION	NUMBER	NAME	RPAO NAME	NUMBER					
EXAMPLE									
55555	Fort Something		Ms. Real Property	(222) 111-2222		123 Real Property, Fort			
						Something, RP, 11111		real.property@ftsomething.army.mil	

SAMPLE
Garrison Commander Memo

Inst Ofc Symbol

MEMORANDUM FOR ASSISTANT CHIEF OF STAFF FOR INSTALLATION
MANAGEMENT, ATTN: DAIM-MD, 600 Army Pentagon, Washington, DC 20310-0600

SUBJECT: Report of FYXX Facility Survey Findings for Fort Something, RP

1. Reference memorandum, DAIM-ZA, _ May 03, subject: Guidance for Periodic Installation Real Property Inventory Surveys.
2. The undersigned certifies that the facilities listed in enclosure 1 were surveyed in accordance with the reference MFR during FYXX and adjustments made as noted. I certify these facilities accurately reflect real property inventory on this installation. **Note: In the enclosure list the facilities surveyed in facility number sequence with changes to data following the facility number. Example:**

FACNO, old SF-new SF, old Year Built-new Year-built, etc. List on the changes made. Also include the facilities that were added or deleted.
3. Significant adjustments to the real property inventory and other findings are noted in Enclosure 2. **Note: In the enclosure list the total adjustments made to units of measure, e.g., + 12,000 SF; - 145,000 SY, etc. Also include boundary issues corrected.**
4. Point of contact is *Ms Real Property*, RPAO, telephone number, email address.

Encl

JAMES H. SMITH
Colonel, U.S. Army
Commanding

Enclosure 4

Sample Survey Form

Installation: Fort Something
Date of Last Periodic Update: 04-10-2003

Record Status	FACNO	TYPE	OC	DESCC	DESIGN CC DESC	GROSS AREA	UM	CAPACITY	UM	YEAR	UIC	USER	ORG SUSTAIN	ORG SU	REPL
Current Record	00002	T	1	12471	HEAT FUEL ABV	0		100	GA	1941		0 00		03	00
Adjustments								112							
Current Record	00002	T	1	14161	EMERG OPNS CNTR	4,070.00	SF	0		1941	W0VFAAHA	0 00		03	00
Adjustments						5,000.00									
Current Record	00003	T	1	89120	PLT/UTIL BLDG	96	SF	0		1967	W0VFAASJ	0 00		03	00
Adjustments															
Current Record	00004	P	1	11130	RW LAND PAD SUR	215	SY	0		1986	W0VFAAHF	0 00		03	00
Adjustments															
Current Record	00004	P	1	11130	RW LAND PAD SUR	0	SY	0		1986		0 00		03	00
Adjustments															
Current Record	00008	T	1	72010	ARMY LODGING	844	SF	1	PN	1942	W0VFAAFA	0 00		03	00
Adjustments															
Current Record	00009	T	1	72010	ARMY LODGING	976	SF	1	PN	1952	W0VFAAFA	0 00		03	00
Adjustments															
Current Record	00010	T	1	72010	ARMY LODGING	736	SF	1	PN	1942	W0VFAAFA	0 00		03	00
Adjustments															
Current Record	00011	T	1	72010	ARMY LODGING	0	SF	3	PN	1941		0 00		03	00
Adjustments															
Current Record	00011	T	1	72010	ARMY LODGING	2,014.00	SF	0	PN	1941	W0VFAAFA	0 00		03	00
Adjustments															
Current Record	00012	T	1	72010	ARMY LODGING	2,288.00	SF	0	PN	1941	W0VFAAFA	0 00		03	00
Adjustments															
Current Record	00012	T	1	72010	ARMY LODGING	0	SF	4	PN	1941		0 00		03	00
Adjustments															
Current Record	00013	T	1	72010	ARMY LODGING	2,950.00	SF	9	PN	1952	W0VFAAFA	0 00		03	00
Adjustments															
Current Record	00014	T	1	61050	ADMIN GEN PURP	1,976.00	SF	118	PN	1941	W4W6AAYY	0 00		03	00
Adjustments															

An IFS sequal (SQL) query to produce this survey form can be obtained from Ms. Deanna Erickson. Send email to: Deanna.Erickson@hqda.army.mil and request the SQL query to generate a periodic site survey inspection collection printout.

Note:
Facno = facility number
Type = (T) temporary; (S) semi-permanent; (P) permanent
OC = ownership code
DESCC = design use category code
DESIGN CC Desc = design use category code description
UIC = unit identification code

**SAMPLE CERTIFICATION
GARRISON COMMANDER
VERIFIED THE REAL PROPERTY INVENTORY
UPON ASSUMING COMMAND**

MEMORANDUM FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION
MANAGEMENT, ATTN: DAIM-MD, 600 Army Pentagon, Washington, DC 20310-0600

SUBJECT: Change of Command Certification for the Real Property Inventory

1. I certify that I verified visually the facilities on the attached facilities list upon assuming command at Fort Something, RP. The facilities list was derived from the Real Property Inventory with the inventory as of DD-Month-Yr. Utilities, roads, other pavements, and underground facilities were not included during the visual inspection.
2. Discrepancies, corrections to individual facilities, and other issues noted during this visual inspection are at enclosure 1.
3. POC is *Ms Real Property*, RPAO, telephone number, email address.

Encl

JAMES H. SMITH
Colonel, U.S. Army
Commanding

Enclosure 6